

City of Brea

ELECTED CITY TREASURER

Overview

The California Government Code established the position of City Treasurer in cities in California. Cities have individually determined how to provide for the position within their city structure, either by appointment or by election. In the City of Brea, the position of City Treasurer was determined to be an elected position. Over the years, the position has evolved and the elected City Treasurer shall serve the City of Brea in the manner described below.

The elected City Treasurer shall:

- Protect, preserve and maintain intact cash, investments and other assets placed in trust with the Treasurer on behalf of the residents of the community.
- Be dedicated to the highest ideals of honor, integrity, and objectivity in all public and professional relationships, and function within existing legal guidelines.
- Promote principles of good government and be dedicated to the concepts of effective and efficient government service.
- Seek no personal advantage or gain as a result of the position, or due to the commission of a questionable act.
- Maintain personal conduct in such a manner as will enhance the stature of the position and reflect positively upon the City of Brea.

Duties and Responsibilities

The elected City Treasurer shall participate as a member of the City's Investment Advisory Committee, which meets quarterly (March, June, September and December) throughout the calendar year.

As a member of the Investment Advisory Committee, the elected City Treasurer shall be responsible to:

- Review quarterly investment reports;
- Review monthly investment reports;
- Participate in investment strategy discussions with representatives of the City's contracted investment management firm;
- Participate in the development of the Annual Statement of Investment Policy;
- Provide status reports, as needed, to the City Council at Council Study Sessions.

The elected City Treasurer shall act in concert with all Fiscal Policy Statements adopted by the City Council.

The elected City Treasurer's signature shall appear as one of the authorizing signatures used on all City of Brea and Brea Redevelopment Agency bank accounts.

The elected City Treasurer shall meet with the Financial Services Director on an as needed basis to discuss treasury-related City issues.

October 5, 2004